

506.00 - MISCELLANEOUS

506.01 Transfers of Assignment

- (1) In order to receive a transfer of assignment, an officer must first initiate a Request for Transfer of Assignment, DPD 49, which will be processed through the chain of command to their Division Chief.
- (2) Although the officer's preference and wishes will be considered, the primary consideration in making the transfer will be for the good of the Department.
- (3) Transfers made at the request of officers may necessitate a change in Vacation and/or Accumulated Sick Leave. See OMS 505.02(10).

506.02 Death in the Family - Bereavement Leave

- (1) Upon proper notification to his commanding officer, an officer shall be granted forty (40) hours of paid leave of absence in the event of the death of the officer's husband, wife, mother, mother-in-law, father-in-law, stepfather, stepmother, child, stepchild, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild, domestic partner as defined by the City, or other person within the officer's immediate household. On the occasion of the death of any other relative, including a relative by marriage, an officer shall be granted a one (1) day paid leave of absence. Bereavement leave pursuant to this Article may be taken in conjunction with the officer's regularly scheduled days off and/or previously scheduled leave time. Bereavement leave is to be taken in connection with matters related to the death.
- (2) Proper notification to the commanding officer includes sufficient information to satisfy the Commander which may include the name of the deceased and the relationship to the officer.

506.03 Labor Disputes and Strikes

- (1) When police personnel are called to the scene of a labor dispute or strike, they will:
 - a. Maintain a polite, firm, and courteous demeanor towards all persons involved.
 - b. Refrain from discussing controversial matters or stating their personal opinions on any issue.
 - c. Enforce the law with absolute fairness and impartiality.
 - d. Officers at the scene will mediate matters to the best of their ability. Officers must emphasize the neutral position of the Police Department and its responsibility in protecting life or property. A supervisor will be requested to respond when needed or circumstances dictate.
- (2) Arrests as a result of minor incidents on picket lines or other demonstrations resulting from strikes should be kept to a minimum. Officers assigned should exercise sound judgment and make arrests only as a last resort.

506.04 Annexation of Area to City of Denver

- (1) When commanding officers receive plats of territories to be annexed to the City, they shall:
 - a. Review and discuss any problems connected with the annexation.
 - b. Make a thorough investigation and determine:
 1. The police problems created as the result of the annexation.
 2. Any other problems created as a result of the annexation.
 3. Future problems in the area to be annexed.
 - c. Command officers shall further provide for an evaluation and analysis of police problems in the newly annexed area in order to:
 1. Identify future needs of police service in the annexed area, and,
 2. Acquaint the citizenry in the newly annexed area of police services available.

- d. At the conclusion of their investigation, the commanding officer shall submit a letter to the Chief of Police setting forth the results of their investigation with appropriate recommendations.

506.05 Grants, Contracts, and Memoranda of Understanding

- (1) Any time there is an acquisition, provision, exchange of any service or item of value, contract for police services including overtime associated with detached assignments, outside the normal operating procedures of the Denver Police Department, it shall constitute a contract between the City and County of Denver, and the agency, or party receiving or providing the service or item. (See subsection (6) for procedures to use for accepting Donations).
- (2) Only the Chief of Police or the designee named by the Chief of Police is authorized to enter into, or sign, any grant, contract, or memorandum of understanding.
- (3) Personnel, who are seeking grant funding, equipment, or any other resources from outside the Police Department's normal budgeting process, shall submit a Grant Proposal, DPD 900, through the chain of command, to the Grant / Contract Review Committee, under the command of the Deputy Chief of Police, Administration, for approval.
 - a. Grant / Contract Review Committee shall be comprised of the Deputy Chief(s) of Police, the Director of Financial Services, and the Director of Research and Development, who will also act as the Grant Administrator for the Police Department.
 - b. Proposals shall be summarized on a Grant Proposal, DPD 900, and submitted through the chain of command to the Grant / Contract Review Committee, prior to the application being submitted for signature.
 - c. Proposals shall be submitted in a timely manner, allowing adequate opportunity for review.
 - d. The decision of the Chief of Police shall be communicated to the applicant by the Grant / Contract Review Committee.
- (4) The Division Chief for the division where the balance of the funds shall be used, or where the required activities shall be administered will assign a person to act as Program Coordinator.
 - a. The Program Coordinator will ensure that grant related work is meeting the requirements of the contract or grant, and that related activities are being directed to achieve the goals and objectives stated in the grant application.
 - b. The Program Coordinator will ensure that program progress reports are completed as required.
 - 1. Financial reports will be completed by the Police Department Financial Services Bureau.
 - c. The Program Coordinator will ensure that progress reports, financial reports, correspondence and any other related paperwork are sent to the Grant Administrator in Research and Development.
- (5) The Grant Administrator will administer grants and be responsible for:
 - a. Locating funding sources for law enforcement programs.
 - b. Assisting with and monitoring the preparation of the application for funding.
 - c. Ensuring that progress reports are complete, accurate, and timely.
 - d. Preparing internal quarterly progress reports on all department grant programs for the command staff.
 - e. Seeking out and communicating relevant grant prospects throughout the agency.
 - f. Maintaining archives on all grant programs including all progress reports, financial reports, correspondence, and any other related paperwork.
 - g. Serving as a member of the Grant / Contract Review Committee.
- (6) Donations are any goods, including equipment, supplies, cash or cash equivalents, real property, and building improvements which are given to the Denver Police Department. There may be restrictions associated with the use of the donated resources, but there are not accompanying program or reporting requirements associated with the use of the donation.

- a. Individuals, businesses or corporations wishing to make a donation to the Police Department shall present their intentions in writing to the Chief of Police, including information regarding the nature of the donation, and any special conditions associated with the donation.
- b. Denver Police officers shall not solicit or accept any donation as directed in OMS RR 204.
- c. The Chief of Police shall appoint a designee to contact the donor in order to obtain the following information:
- d. A description of the donation and the approximate value.
- e. Information about the donor.
- f. Any restrictions placed on the donation.
- g. The date of anticipated transfer.
- h. The Chief of Police shall accept or reject the proposed donation, and respond to the donor in writing.

506.06 Wearing of Identification Cards

- (1) All civilian-attired officers and employees are required to wear their Identification Cards, in plain view, at all times while in the Police Administration Building.
- (2) Law Enforcement Officers and Parking Control Personnel need not display their Identification Cards when in uniform.
- (3) Supervisors and command officers at all levels shall assist in enforcing this requirement.

